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**COUNSELLORS' GUIDE**

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**INDEX TO CANADIAN  
OCCUPATIONS**



**Advanced Development Division  
Occupational and Career Analysis  
and Development Branch**



**Employment and  
Immigration Canada**

**Emploi et  
Immigration Canada**





# INDEX TO CANADIAN OCCUPATIONS

## COUNSELLORS' GUIDE

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# INDEX TO CANADIAN OCCUPATIONS

## COUNSELLORS' GUIDE

### INTRODUCTION

#### Purpose of the Index to Canadian Occupations

The Index to Canadian Occupations (ICO) and the Occupational Exploration Questionnaire (OEQ) are designed to help clients to explore the world of work and choose career goals. Users can find suitable careers by choosing characteristics that they feel describe them or the kind of work they want. Occupations that fit several (but not necessarily all) of a user's chosen characteristics probably best suit that person's career needs.

#### Purpose of this Guide

1. To provide counsellors with step-by-step information on the use and administration of the Index to Canadian Occupations, (especially where in-person training is not readily available). (See "HOW TO INTRODUCE THE INDEX TO CANADIAN OCCUPATIONS, pp. 2-14)
2. To provide reference material that counsellors can consult when they need detailed information on any step in the use of the ICO.  
(See:       Appendix "A" BACKGROUND INFORMATION ON THE USE AND ADMINISTRATION OF THE INDEX TO CANADIAN OCCUPATIONS, pp. 15-26)

Appendix "B" OCCUPATION CODES AND CLUSTERS, pp. 27-29

#### Make-Up of the ICO

The ICO consists of six booklets of occupations, the Occupational Exploration Questionnaire (OEQ) and the Grid-Aid to Occupational Choices.

For each job characteristic mentioned in the OEQ, there is a list of occupations. These lists are grouped in the following booklets:

- Interest Factors (orange)
- Temperament Factors (yellow)
- Abilities Factors (purple)
- Physical Activities (red)
- Environmental Conditions (green)
- Education and Training Routes (blue)

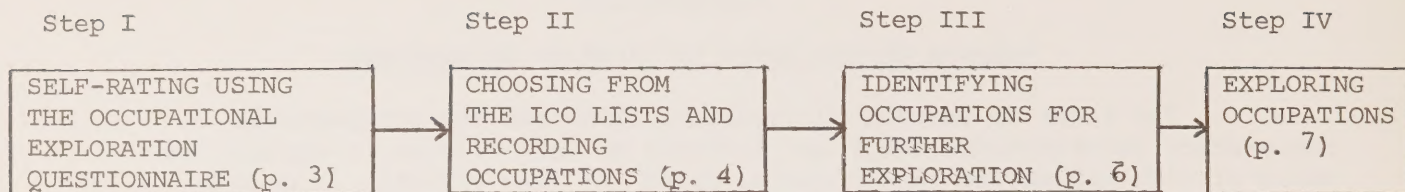
The Occupational Exploration Questionnaire describes each job characteristic or factor in simple language and asks users to indicate which factors are desirable to them in their future work.

The Grid-Aid to Occupational Choices may be used, if desired, both to answer the OEQ and to record occupational choices when using the lists of occupations. Using the Grid-Aid, clients can see at a glance which occupations are most likely to suit their needs.



## HOW TO INTRODUCE THE ICO TO CLIENTS

### HOW THE ICO WORKS



### OVERVIEW

- A. In order to give clients a clear idea of the purpose of the ICO and how it works, give a brief description:
1. Explain the Purpose of the ICO:  
Explain to clients that the Index to Canadian Occupations is a tool to help them discover careers that are suitable. Emphasize that while the ICO draws clients' attention to occupations, only the clients can decide what they want to do.
  2. Show the Booklets and their Colour Codes:  
Show clients the six booklets and point out that each is colour-coded to match the corresponding section of the OEQ:
    - Interest Factors (orange booklet)
    - Temperament Factors (yellow booklet)
    - Abilities Factors (purple booklet)
    - Physical Activities (red booklet)
    - Environmental Conditions (green booklet)
    - Education and Training Routes (blue booklet)
  3. Show Occupation Lists and How They Match the Occupational Exploration Questionnaire:  
Show clients the each booklet contains lists of occupations, one for each factor in the OEQ. Note that the occupations are arranged on the lists in numerical order of their codes (you might give this as an example of the importance of the codes).
  4. Any Occupation on a List Fits that Factor:  
Make clients aware that once they have chosen a characteristic or factor, any occupation on the list for that factor will fit that requirement.
- B. Before they start to use the ICO, clients should always have the following documents:
1. A copy of the Occupational Exploration Questionnaire and of the Grid-Aid to Occupational Choices. The Grid-Aid is the client's and is meant to be kept by the client after having used the ICO.



2. A complete set of the Index to Canadian Occupations. Each set consists of:
  - (a) the six booklets containing lists of occupations
    - Interest Factors (orange)
    - Temperament Factors (yellow)
    - Abilities Factors (purple)
    - Physical Activities (red)
    - Environmental Conditions (green)
    - Education and Training Routes (blue)
  - (b) the Master List of Cluster and Occupation Codes
  - (c) the Index to Careers Provinces and Careers Canada by ICO Cluster.
3. At least the following sources of occupational information should be available:
  - (a) Canadian Classification and Dictionary of Occupations (CCDO), Volumes I and II;
  - (b) Careers Provinces pamphlets that are relevant to your area;
  - (c) all published Careers Canada booklets.

Clients can use these publications to look up occupations either to find occupational descriptions during the selection process or to find further information about their occupational choices immediately afterwards. The more quickly and easily people get information on their choices the more likely they are to make use of them.

#### STEP I

SELF-RATING USING OCCUPATIONAL EXPLORATION QUESTIONNAIRE
---

#### Synopsis:

In this stage, users rate themselves on the characteristics described in the Occupational Exploration Questionnaire (OEQ). Answers are recorded on the Grid-Aid to Occupational Choices.

#### What Counsellors Can Do To Help Clients:

1. Show the Occupational Exploration Questionnaire:  
Show clients the Occupational Exploration Questionnaire (OEQ). Explain that they use the OEQ to choose the factors that they feel describe them or the kind of work they'd like in each of the six sections. Ask them to read the instructions at the beginning of each section so that they will know how to answer each one.

2. Demonstrate How to Choose Factors:

Give a short demonstration of how to choose factors from the OEQ. You may perhaps choose a factor at random from the OEQ. For example, you may choose Interest 0 "Doing work where you can see clearly and immediately the results of your efforts." (See Figure 1, p. 5)

3. Demonstrate the Grid-Aid:

Show clients how to record their choices of factors on the Grid-Aid to Occupational Choices. Along the top of the Grid-Aid, clients circle the codes for their choices of factors from the OEQ. In the section on Abilities, they also fill in the level they feel they possess for the abilities they choose. For Education and Training, they fill in the code for their choice and, if they wish, the codes for any other education/training routes that also fit them or that they may be willing to enter.

4. Make Sure Clients Know:

When clients rate themselves using the OEQ and the Grid-Aid, make sure that they know:

- (a) The OEQ is not a test. There are no scores and only the clients know which answers are right for them.
- (b) Clients can choose as many or as few factors as they wish.
- (c) Clients should feel free to change their minds about the factors that they choose.
- (d) Clients should take their time. Hurried choices may cause distorted or incomplete information about suitable careers.
- (e) If clients are unsure of which factors to choose, they should feel free to ask for help. You can then give them (i) the Aid in Using the Occupational Exploration Questionnaire or (ii) tests such as GATB and COII (See p.17 ).

5. Further Information on the Occupational Exploration Questionnaire:

Further information on the administration of the OEQ to clients is contained in Appendix "A" under the following headings:

- Clients Can Use the OEQ by Themselves (p.15 )
- Difficulty in Choosing Factors Preferred (p.15 )
- Inaccurate Self-Ratings by Clients (p.15 )
- Conflicting Factor Choices (p.15 )
- COII and GATB (p.17 )

STEP II

CHOOSING FROM  
THE ICO LISTS AND  
RECORDING  
OCCUPATIONS

Synopsis:

In this stage, users read through the lists of occupations that correspond with the factors that they have chosen in the Occupational Exploration Questionnaire. While reading the lists, users note the titles and codes of the occupations that appeal to them on the Grid-Aid to Occupational Choices.



**FIGURE 1**

# INTEREST FACTORS

(ORANGE BOOKLET)

Which of the following ten activities interest you? Choose as many as you wish and mark your choices with a check mark (✓) in the box to the left of the description, or circle its code on the Grid-Aid to Occupational Choices at the back of this booklet.

Code	Interest in:
Int. 1	Working with things, numbers and objects (rather than people or animals), including making and repairing things and finding out how things work.
Int. 2	Business contact with people — in things like organizing, interviewing, persuading, selling, giving information and supervising.
Int. 3	Working in routine, concrete and organized duties, including detailed work according to an established procedure.
Int. 4	Helping other people through your work, including the improvement of the social welfare of others.
Int. 5	Work that gives you the respect of others.
Int. 6	People and communicating ideas about people. Personal contact is not necessarily involved.
Int. 7	Doing scientific (natural or social sciences) or technical work. This includes work involving analysis, testing and creating theories based on facts.
Int. 8	Doing abstract and creative work. This includes originating designs, finding new solutions to old problems, looking for broad meanings and creating theories based on abstract concepts.
Int. 9	Working with machines, equipment and processes, where getting along with people is not very important.
Int. 0	✓ Doing work where you can see clearly and immediately the results of your efforts.

## How You Can Help Clients:

### 1. Demonstrate Finding Lists of Occupations:

Demonstrate to the clients that each factor they choose in the Occupational Exploration Questionnaire corresponds with a list of occupations in one of the six booklets. For example, find the list for the factor you chose when demonstrating the OEQ. (See Figure 2, p. 7 : Interest O) Point out that each booklet corresponds with a section in the OEQ. Each matching section and booklet carries the same colour code.

### 2. Demonstrate Choosing Occupations:

From the list (Interest O), choose a few occupations, for example,

3311 Painters, Sculptors and Related Artists  
3315A-C Photographers and Camera Operators  
8541-A Cabinet and Wood Furniture Makers  
8595-A Painting and Decorating Occupations, Except  
Construction  
9591-A Photographic Processing Occupations  
etc.

When demonstrating this step, start at the beginning of the list of occupations and read down the columns, picking occupations. This step should be done exactly as the client would do it.

### 3. Demonstrate Recording Occupation Choices - Grid-Aid:

Demonstrate to the clients how to record their choices of occupations on the Grid-Aid.

In the left-hand column of the Grid-Aid, clients record the titles and codes of the occupations that they have chosen. To the right of each occupation, they put a checkmark in the box that corresponds with the list where they found that occupation. When completed, the Grid-Aid allows clients to see how often occupations appeared by simply counting the number of checkmarks beside each.

Using the occupations that you chose when demonstrating the lists of occupations, fill in the Grid-Aid as described above. You may want to keep a completed Grid-Aid on hand to show to clients each time you introduce the ICO (See Figure 3, p. 8 ).

### 4. Demonstrate Recording Occupation Choices - Sheet of Paper:

If there is no Grid-Aid available, or if the client simply prefers, occupations can be recorded on a sheet of paper. They should then be listed under headings for each of the factors that the client uses. (See Figure 4, p. 10 )

Make clients aware that they can use a sheet of paper instead of the Grid-Aid, if they so wish. Demonstrate how to record occupation choices using this method.

If clients choose to list their choices of occupations on a sheet of paper, they can afterwards transfer their choices to the Grid-Aid. Clients will then find it easier to see how often each occupation appeared.

### 5. Short Titles:

Clients should be made aware that they do not need to copy down the longer occupation titles in full. To do so is tedious. They need only copy down enough of each title so that they can recognize it.

The importance of copying down the entire occupation codes cannot be over-emphasized. Each number and letter is significant. A separate entry should be made for each code. (See Appendix "B".)



**Figure 2**

2113	PHYSICISTS	8523 -A	INDUSTRIAL, FARM, CONST- RUCTION AND OTHER	8592B -A	MARINE CRAFT MECHANICS
2333 -A	TECHNICIANS IN LIBRARY MUSEUM AND ARCHIVAL SCIENCE			8592C -A	BOATBUILDING OCCUPATIONS
3154	DISPENSING OPTICIANS		AND MACHINERY FABRICATING AND ASSEMBLING OCCUPATIONS	8595 -A	PAINTING AND DECORATING OCCUPATIONS, EXCEPT CONSTRUCTION
3157 -D	DENTAL HYGIENISTS ASSISTANTS AND TECHNICIANS	8527 -A	PRECISION INSTRUMENTS AND RELATED EQUIPMENT FABRICATING AND ASSEMBLING OCCUPATIONS	8599A -A	MUSICAL INSTRUMENT FABRICATING, ASSEMBLING AND REPAIRING
3311	PAINTERS, SCULPTORS AND RELATED ARTISTS			8731	ELECTRICAL POWERLINE WORKERS AND RELATED OCCUPATIONS
3315A -C	PHOTOGRAPHERS AND CAMERA OPERATORS	8531 -B	ELECTRICAL EQUIPMENT FABRICATING AND ASSEMBLING OCCUPATIONS	8733 -A	CONSTRUCTION ELECTRICIANS AND REPAIRERS
6111 -B	FIRE FIGHTING OCCUPATIONS			8735 -A	WIRE COMMUNICATIONS AND RELATED EQUIPMENT INSTALLING AND REPAIRING OCCUPATIONS
6121 -A	CHEFS AND COOKS	8533 -A	INSTALLING AND REPAIRING OCCUPATIONS: ELECTRICAL AND RELATED EQUIPMENT	8781 -A	CARPENTERS AND RELATED OCCUPATIONS
643 -A	BARBERS, HAIRDRESSERS AND RELATED OCCUPATIONS		ELECTRONIC AND RELATED EQUIPMENT INSTALLING AND REPAIRING OCCUPATIONS	8782 -A	BRICK AND STONE MASONS AND TILE SETTERS
711A	FARMERS	8535 -A		8784 -A	PLASTERERS AND RELATED OCCUPATIONS
711B	SMALL DOMESTIC ANIMAL BREEDERS			8787 -A	ROOFING, WATERPROOFING AND RELATED OCCUPATIONS
7195 -A	TREE SURGEONS	8537	RADIO AND TELEVISION REPAIRS	8791 -A	PIPEFITTING, PLUMBING AND RELATED OCCUPATIONS
8137 -A	MOULDING, COREMAKING AND METAL CASTING OCCUPATIONS	8541 -A	CABINET AND WOOD FURNITURE MAKERS PATTERNMAKING, MARKING AND CUTTING OCCUPATIONS:	8793 -A	STRUCTURAL METAL ERECTIONS
8213 -A	BAKING, CONFECTIONERY MAKING AND RELATED OCCUPATIONS	8551 -A	TEXTILE, FUR AND LEATHER PRODUCTS	8795 -A	GLAZIERS
8271 -A	KNITTING OCCUPATIONS			8799A -A	ELEVATOR INSTALLERS AND REPAIRERS
8311	TOOL-AND-DIE MAKING OCCUPATIONS	8553 -A	TALONS AND DRESSMAKERS	8799B -A	FURNACE INSTALLERS AND REPAIRERS
8313 -A	MACHINIST AND MACHINE- TOOL SETTING-UP OCCUPATIONS	8555 -A	FURRIERS	8799C -A	COMMERCIAL AND INDUSTRIAL AIR CONDITIONING AND REFRIGERATION MECHANICS
8333 -A	SHEET METAL WORKERS	8561 -A	MILLINERS, HAT AND CAP MAKERS		
8334 -A	METALWORKING-MACHINE OPERATORS	8562 -A	SHOEMAKING AND REPAIRING OCCUPATIONS	8799D -A	FLOOR SURFACERS
8337 -A	BOUTLIERMAKERS, PLATERS AND STRUCTURAL-METAL WORKERS	8575 -A	UPHOLSTERERS CUTTING AND FINISHING OCCUPATIONS: RUBBER, PLASTIC AND RELATED PRODUCTS	9153	SHIP ENGINEER OFFICERS
8351 -A	WOOD PATTERNMAKING OCCUPATIONS			9155A	SHIP'S CARPENTERS
8371 -A	CUTTING AND SHAPING OCCUPATIONS: CLAY	8581 -A	MOTOR VEHICLE MECHANICS AND REPAIRERS	9512 -A	PRINTING PRESS OCCUPATIONS
	GLASS, STONE AND RELATED MATERIALS	8582 -A	AIRCRAFT MECHANICS AND REPAIRERS	9513 -A	STEREOTYPING AND ELECTRO- TYPING OCCUPATIONS
8373A -A	ABRADING AND POLISHING OCCUPATIONS: STONE, CEMENT, ABRASIVES AND CLAY	8584 -A	INDUSTRIAL, FARM AND CONSTRUCTION MACHINERY MECHANICS AND REPAIRERS	9514	PRINTING-ENGRAVING OCCUPATIONS EXCEPT PHOTOENGRAVING
8373B -A	ABRADING, POLISHING, AND COATING OCCUPATIONS: OPTICAL ELEMENTS	8585	BUSINESS AND COMMERCIAL MACHINE MECHANICS AND REPAIRERS	9517 -A	BOOKBINDING AND RELATED OCCUPATIONS
8511 -A	FABRICATING AND ASSEMBLING OCCUPATIONS: ENGINE AND RELATED EQUIPMENT	8587	WATCH AND CLOCK REPAIRERS	9591 -A	PHOTOGRAPHIC PROCESSING OCCUPATIONS
8515	AIRCRAFT FABRICATING AND ASSEMBLING OCCUPATIONS	8588 -A	PRECISION INSTRUMENT MECHANICS AND REPAIRERS		
		8591 -A	ASSEMBLING AND REPAIRING OCCUPATIONS: JEWELLRY AND SILVERWARE FABRICATING		
		8592A -B	SHIPBUILDING OCCUPATIONS		

73 OCCUPATIONAL CLUSTERS  
IN THIS GROUP

INTEREST 0. PEOPLE IN THESE OCCUPATIONS ARE USUALLY INTERESTED IN WORK WHERE  
THEY CAN SEE CLEARLY AND IMMEDIATELY THE RESULTS OF THEIR EFFORTS.

Figure 3

[illegible]



TEMPERAMENTS										ABILITIES										PHYSICAL ACTIVITIES							ENVIRONMENTAL CONDITIONS							EDUCATION & TRAINING		FRE-QUENCY						
①	2	3	4	5	6	⑦	8	⑨	0	ⓧ	⓪	⓬	⓬	N	S	Ⓟ	Q	K	F	M	E	⓬	Ⓜ	2	3	④	⑤	⑥	⑦	①	2	3	4	5	6		7	Ⓛ	8			
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FIGURE 4

Interest 4

2391 Educational & vocational  
Counsellors  
2711-B University Teachers

Interest 5

2391 Educational & Vocational  
Counsellors  
2711-B University Teachers  
3337 Radio and Television Announcers  
3351-A Writers and Editors, Publication  
3353-A Writers and Editors: Radio,  
Television, Theatre and Motion  
Pictures

Interest 6

2391 Educational & Vocational  
Counsellors  
2711-B University Teachers  
3337 Radio and Television Announcers  
3351-AB Writers and Editors: Publication  
3353-AB Writers and Editors: Radio, T.V.,  
Theatre and Motion Pictures  
3311 Painters, Sculptors and Related  
Artists  
3314-B Advertising and Illustrating  
Artists  
3315A-B Photographers and Camera  
Operators  
3315A-C Photographers and Camera  
Operators

Interest 8

3311 Painters, Sculptors and Related  
Artists  
3314-B Advertising and Illustrating  
Artists  
3351-B Writers and Editors, Publication  
3353-B Writers and Editors, Radio, T.V.,  
Theatre and Motion Pictures  
3315A-C Photographers and Camera Operators

Interest 0

3311 Painters, Sculptors and Related  
Artists  
3315A-C Photographers and Camera Operators  
8541-A Cabinet and Wood Furniture Makers  
8595-A Painting and Decorating Occupations,  
Except Construction  
9591-A Photographic Processing Occupations

Temperament 1

2711-B University Teachers  
3337 Radio & TV Announcers  
8541-A Cabinet & Wood  
Furniture Makers

Temperament 7

2711-B University Teachers  
3351-AB Writers & Editors,  
Publication  
3353-AB Writers & Editors,  
Radio, T.V., Theatre  
and Motion Pictures

Temperament 9

2391 Educational & Vocat-  
ional Counsellors  
2711-B University Teachers  
3337 Radio & T.V.  
Announcers  
3351-AB Writers & Editors,  
Publication  
3353-AB Writers & Editors,  
Radio, T.V., Theatre  
and Motion Pictures  
3311 Painters, Sculptors  
and Related Artists  
3314-B Advertising and  
Illustrating Artists  
3315A-BC Photographers &  
Camera Operators  
8595-C Painting & Decorating  
Occupations, Except  
Construction  
9591-A Photographic Process-  
ing Occupations

Temperament X

3311 Painters, Sculptors  
and Related Artists  
3314-B Advertising & Illus-  
trating Artists  
3351-B Writers & Editors,  
Publication  
3353-B Writers & Editors,  
Radio, T.V., Theatre  
and Motion Pictures  
3315 A-C Photographers &  
Camera Operators

...etc.



#### 6. Further Information on Choosing Occupations:

Further information on the demonstration to clients of the lists of occupations and of how to record occupation choices is contained in Appendix "A" under the headings:

- Booklet Introductions (p.18 )
- Client Makes All Decisions (p.18 )
- Order in Which the Booklets Can Be Used (p.18 )
- List of Major Groups (p.18 )
- Time Involved in Using the ICO (p. 18)
- The ICO May Be Tedious for Some Clients (p.19 )
- Unrealistic Occupation Choices by Clients (p.19 )
- Show Volume II of the CCDO (p. 19)
- Length of Occupation Lists That Clients Compile (p. 19)

#### STEP III

IDENTIFYING OCCUPATIONS FOR FURTHER EXPLORATION
--

#### Synopsis:

In this stage, users determine the number of times each occupation was checked on the Grid-Aid to Occupational Choices (or was noted on a sheet of paper). This tells them how many times an occupation matched factors they chose from the OEQ. The occupations that appear often are the most likely to be suitable.

#### What Counsellors Can Do To Help Clients:

##### 1. Demonstrate "FREQUENCY" Column on Grid-Aid:

Demonstrate to clients how to add up the number of times each occupation appears on the Grid-Aid. The totals should be recorded in the "FREQUENCY" column on the right-hand side of the grid. (See Figure 3, p. 8 )

In the example shown on Figure 3, the client has added up the number of times each occupation appeared and has written the totals in the column marked "FREQUENCY". For this client, "Advertising and Illustrating Artists" (3314-B) appeared the most often, 15 times. Occupations that appeared almost as many times (3315A-C Photographers; 3311 Painters & Sculptors; 3351-B Writers, Publication; 3353-A and B Writers: Radio, TV, Theatre and Motion Pictures; etc...) should also be noted. These are the occupations that are most likely to be suitable for the client.

Clients can double check that they didn't miss checking an occupation for a factor by looking that occupation up in the CCDO, Volume II.

##### 2. Confirming Occupational Choices:

The frequency count can also confirm existing occupational choices. See Appendix "A" under the heading:

- ICO Used to Confirm Occupational Choices (p.19 )

3. Interpretation of Information Obtained from the ICO:

Further information on identifying suitable occupations and on interpretation of the information obtained from the ICO is contained in Appendix "A" under the headings:

- Frequency (p.20 )
- Indispensable Factors (p.20 )
- Avoiding Certain Environmental Conditions and Physical Activities (p. 20)

STEP IV

EXPLORING  
OCCUPATIONS

Synopsis:

In this stage, users look up more information about the occupations that they have found might be suitable. In this way, they can find information about qualifications, job prospects, earnings, duties and other aspects of occupations

1. Finding Information on Occupations Chosen:

Briefly mention what sources of information about occupations exist. The more important sources include:

- Canadian Classification and Dictionary of Occupations (CCDO), Volumes I and II (See p.23 );
- Careers Canada (See p.26 );
- Careers Provinces (See p. 25);
- Forward Occupational Imbalance Listing (FOIL) (See p.22 );
- Canadian Occupational Forecasting Program (COFOR) (See p.22 );
- weekly Job Opportunity Surveys of local Unemployment Insurance offices (See p.22 )

Point out to clients that there are tables for obtaining such information using ICO occupation codes. (e.g. Index to Careers Provinces and Careers Canada by ICO Cluster, Master List of Cluster and Occupation Codes).

2. Demonstrate the "Master List of Clusters and Occupation Codes":

Show clients how they can use the "Master List of Cluster and Occupation Codes" to find out the individual occupations that make up the clusters that they have chosen. For example, if a client looks up 3314-B Advertising and Illustrating Artists, the following occupations will be found:

3314-114 Animator  
3314-118 Commercial Artist  
3314-122 Medical Illustrator  
3314-126 Scientific Illustrator  
3314-130 Background-and-Title Artist  
3314-136 Layout Man  
3314-140 Cartoon-Background Artist  
3314-146 Lettering Artist

Descriptions of these occupations can be found in the CCDO, Volume I, and in other sources of information about occupations, such as Careers Provinces and Careers Canada (see p. 25). The same process should be followed for the other occupation clusters that appear often.

3. Demonstrate the "Index to Careers Provinces and Careers Canada by ICO Cluster:  
Show clients how they can use the "Index to Careers Provinces and Careers Canada by ICO Cluster" to find out which publications in the Careers Provinces and Careers Canada series contain information about the occupations they chose. Beside each cluster in this index, the Careers Provinces pamphlets and Careers Canada booklets that match it are listed. (See p.24 )

4. Further Information on Exploring Occupations:

Further information on the kinds of occupational information that can be made available to clients is contained in Appendix "A" under the headings:

- On-Premises Library of Occupational Information (p. 21)
- Courses and Visiting Speakers (p. 22)

Further information on finding occupational information by using ICO occupation codes and the CCDO is contained in Appendix "A" under the headings:

- Kinds of Occupational Information Contained in CCDO (p. 23)
- To Look Up an ICO Occupation Code in the CCDO (p.23 )
- Master List of Cluster and Occupation Codes (p.24 )
- Index to Careers Provinces and Careers Canada by ICO Cluster (p.24 )

#### Use of the ICO in Group Settings

1. The ICO can be used in a group setting, as well as individually. This is a time-saving aid for counsellors with several clients who are interested in using the ICO.
2. The introduction of the ICO to a group should be similar to that given to an individual client.
3. If the clients in a group are aware that they all have similar backgrounds, they sometimes might tend to work as a unit. Each person then might be conscious of what his/her neighbours are doing and might feel the pressure of group expectations (real or imagined). Thus, the clients might not be answering the OEQ or choosing from the lists of occupations entirely according to their actual needs. Such situations should be avoided.

A group of clients who have similar backgrounds sometimes can reinforce each others' choices of factors and occupations. In this way, clients can develop greater certainty about their choices and confidence about the reliability of the information that they obtain from the ICO. This kind of group situation should be encouraged.

You, as a counsellor, will have to try to achieve a balance between the above considerations about groups of clients with similar backgrounds. It is up to you to decide which situation is more likely to develop with a given group.



4. You do not need as many sets of the ICO as there are clients in a group. However, there should be enough sets so that each person in a group will have two or three booklets to choose from at any one time. A ratio of one set for every three clients works well.
5. Many clients who use the ICO in groups will want to discuss their decisions about factors and occupations with you individually. Be sure to schedule your time so that you can help these clients. Systems such as PLACE can be used to help clients find their readiness for employment in the occupations that they have chosen.

## APPENDIX "A"

### Background Information on the Use and Administration of the Index to Canadian Occupations

#### STEP I

#### Self-Ratings by Clients Using OEQ

##### 1. Clients Can Use the ICO by Themselves:

After an initial explanation, clients usually are able to use the OEQ on their own. Make clients aware that they can use the OEQ by themselves, without you watching or later seeing what they have chosen (except what they want to show you]. This is very important because clients are often less hesitant to say things about themselves that they consider personal when they are given a sense of privacy and confidentiality. This is especially true of the answers that clients give when using the OEQ.

Most clients prefer to complete the OEQ alone, and they only occasionally need assistance. You will find that this gives you the opportunity to attend to other matters while clients complete the questionnaire and later use the lists of occupations.

##### 2. Difficulty in Choosing Factors Preferred:

If in any part of the OEQ a client has difficulty in choosing which factors or characteristics he/she prefers, the following approaches can be suggested to the client:

- leaving that part of the OEQ and coming back to it later;
- additional questions and expanded factor definitions
- choosing the 3 or 4 factors in a section that the client finds the most important;
- looking for factors which the client finds especially attractive rather than trying to eliminate those which are not.

If the client's difficulty in choosing factors is due to a need for fuller definitions, the additional questions and expanded factor definitions will be the most useful.

##### 3. Inaccurate Self-Ratings by Clients:

Some clients will have difficulty in rating themselves accurately in the OEQ. This should not be surprising since many people often have somewhat distorted self-images. Some people also are a bit unrealistic or just not entirely honest with themselves. In situations like this, you might find it helpful to use aptitude and interest tests, such as the General Aptitude Test Battery (GATB) and the Canadian Occupational Interest Inventory (COII), in addition to the OEQ and ICO. (see pp.17-18 )

##### 4. Conflicting Factor Choices:

If clients choose factors from the OEQ that seem to conflict, this should be pointed out to them. The choice of conflicting factors will not eliminate any occupations from further consideration, but it may distort the information that clients will obtain when checking the frequency with which occupations appear on the lists of occupations.

Apparent contradictions should be discussed with clients. Such contradictions are not necessarily incorrect, however, and the clients should not be made to feel that such a choice of factors is wrong or that they are expected to change it. Clients should simply be careful when making such choices.

The purpose of detecting apparently conflicting factor choices is to look for possible errors by the client. Not having clearly understood the definitions of the factors is the most likely cause of such errors. (The additional questions and expanded factor definitions in this guide will be useful in solving this kind of problem.

Some clients may not have a definite preference between two apparently conflicting factors. By choosing both factors, clients simply may be creating alternatives for themselves, since those factors do not have to work in combination or simultaneously. In addition, factors that seem to conflict sometimes may go together. In such cases, the choice of those factors would be correct.

Below is a table that shows which factors may conflict with each other:

FACTORS THAT TEND TO CONFLICT			
Factor	Conflicts With	Factor	Conflicts With
Interest 1	Interests 2,4,6 Temperaments 4,5,7	Temperament 7	Interest 1,9 Temperament 6
Interest 2	Interests 1,9	Temperament Y	Interest 8
Interest 3	Interest 8 Temperament 1,4	Physical Activity S	Physical Activities L,M,H,2,3
Interest 4	Interests 1,9	Physical Activity L	Physical Activities S,M,H
Interest 6	Interests 1,9	Physical Activity M	Physical Activities S,L,H
Interest 8	Interests 3,9 Temperaments 2,3,Y	Physical Activity H	Physical Activities S,L,M
Interest 9	Interests 2,4,6,8 Temperaments 5,7	Physical Activity 2	Physical Activity S
Temperament 1	Interest 3 Temperament 2	Physical Activity 3	Physical Activity S
Temperament 2	Interest 8 Temperament 1	Environmental Condition I	Environmental Condition O
Temperament 3	Interest 8 Temperament 4	Environmental Condition O	Environmental Condition I
Temperament 4	Interests 1,3 Temperament 3		
Temperament 5	Interests 1,9 Temperament 6		
Temperament 6	Interest 2 Temperament 5		



## 5. COII and GATB:

The Index to Canadian Occupations can be used in conjunction with interest and aptitude tests such as the Canadian Occupational Interest Inventory (COII) and the General Aptitude Test Battery (GATB). COII and GATB can be used to help clients who have difficulty rating themselves in interests and abilities (see pp. 17-18). The COII and GATB results also can be used by counsellors to compare with clients' ratings of themselves in the Occupational Exploration Questionnaire. Significant differences can be pointed out to clients, but this is not to say that clients' self-ratings are wrong when they differ from the test results. Clients should not be made to feel that they must change their answers on the OEQ if those answers do not match the COII and GATB results.

The main difference between the ICO with the OEQ and tests such as COII and GATB is that the ICO is not a test. The ICO is a tool for setting occupational goals using qualifications ratings by the clients themselves.

### (a) The ICO and COII:

COII is a test that tells clients what kinds of interests they have and how those interests fit with existing occupation choices. Clients' interests are identified in relation to other interests. COII will confirm or dispel clients' own self-ratings.

The ICO with the OEQ gives clients lists of occupations that fit interests that the clients themselves have chosen; from this list, the clients themselves choose occupations that attract them.

Thus, the two systems yield different kinds of results, but they can be used to supplement each other as checks.

### (b) The ICO and GATB:

(i) GATB is a test that tells clients what they can do in terms of aptitudes and which occupation choices would provide the best chance of success in respect to those aptitudes. Once its scores are converted, the GATB will yield ability ratings that are the same ones used in the OEQ and ICO. These ratings can be compared with the ratings by the clients themselves. They also can be used to confirm clients' self-estimations or to dispel their misconceptions about their abilities.

The ICO with the OEQ gives clients lists of occupations that fit aptitudes that they themselves have identified; from this list, the clients themselves choose occupations that attract them.

(ii) GATB matches aptitudes with occupations on the basis of the aptitudes of people in the occupations (norms). The ICO matches abilities with occupations on the basis of job analysis estimates and occupation complexity.

(iii) The two systems yield results, some of which are similar but based on different criteria, others not similar. However, the two systems can be used to supplement each other as checks.

### (iv) Different Criteria:

When using the GATB in comparison with clients' ratings of themselves, be aware that results may differ because they are determined on the basis of different criteria. Some GATB scores are determined on the

number of operations performed by the client in a limited space of time. In the ICO, clients' self-ratings for aptitudes are made on the basis of the quality of the operations performed. This difference in criteria is especially true in regard to Abilities "F" (finger dexterity) and "M" (hand dexterity). Because of this difference in criteria, clients' self-ratings that differ from GATB scores are not necessarily inaccurate.

## STEP II

### Making Occupational Choices

#### 1. Booklet Introductions:

The introduction entitled "How to Make the Most of the Index to Canadian Occupations", appears in each booklet. You should stress to clients the importance of reading it, since it contains instructions and information that any ICO user should know. It is especially important for users to read the introductory notes that appear at the beginning of the "Education and Training Routes" booklet. This booklet is more complicated than the others and the introductory note contains explanations and warnings that apply specifically to "Education and Training Routes".

#### 2. Client Makes All the Decisions:

Point out to clients that they make all of the decisions and choices when using the ICO. The client chooses which factors in the OEQ fit him/her. The client decides which occupations on the lists are interesting. Only the client eliminates occupations from further consideration.

If you wish, you can offer to let clients take the OEQ and ICO home. This will underline the fact that the clients are making all of the decisions and choices themselves, and can use the system without anyone else looking on.

#### 3. Order in Which the Booklets Can Be Used:

It does not matter in what order clients use the booklets of occupations or the lists inside. In fact, clients can be encouraged even to look up lists of occupations before they have completed the OEQ, if they so choose. Any curiosity or wariness they may have about how the system works thus will be satisfied quickly. (Clients seeking to confirm occupational choices which they have already made should complete all relevant sections of the OEQ before using the lists of occupations. Otherwise, they will tend to look for their chosen occupation(s), resulting in a self-fulfilling prophesy.)

#### 4. List of Major Groups:

You can show clients the list of major groups (included at the back of the Master List of Cluster and Occupation Codes in each ICO set). This list shows the broad groupings of occupations according to their codes. It may be helpful to clients when they are scanning the lists of occupations - they then can skip over entire major groups that do not interest them, if they so choose.

#### 5. Time Involved in Using the ICO:

The ICO and OEQ usually take between 1½ and 2 hours to use. Some clients take longer out of thoroughness. Clients should be encouraged to take their time; since they work alone, this is easily done.

Some clients may complain that the system will take a long time to use. This may be true. However, people who have used the ICO haven't minded the time required once they've used the system and seen what it can do for them. In addition, the time spent using the ICO is short in comparison with the amount of time they would use to obtain the same information by most other means.

6. The ICO May be Tedious for Some Clients:

The process of reading through the lists of occupations may appear to be tedious and repetitive to some clients. However, most clients surveyed end up concluding that it is helpful to see many of the same occupations listed several times. This confirms their occupational choices and the appropriateness of their choices of characteristics in the OEQ. Furthermore, most clients do not try to narrow down their occupation choices after having used only one or two booklets. Rather, they want to use all six. This suggests that whatever tedium exists, pays high dividends and is not an obstacle in the use of the ICO. It shows clients that their choices of characteristics in the OEQ are appropriate and that their choices of occupations are reliable.

7. Unrealistic Occupation Choices by Clients:

If you feel that a client has made an unrealistic choice of an occupation, try not to discourage him/her unless you have reached your conclusion on the basis of an employability assessment such as PLACE. Such an assessment is systematic, comprehensive and reliable. In addition, it often may be useful for clients to find out by themselves if they have made unrealistic choices.

8. Show Volume II of CCDO:

Show clients Volume II of the Canadian Classification and Dictionary of Occupations (CCDO) and how it works, particularly the Qualifications Profiles. This will ease any fears that the clients may have about the reliability of the information contained in the ICO. For example, clients who find certain occupations appearing over and over on the lists they have chosen may wonder whether those occupations are on nearly every list. By seeing Volume II of the CCDO, clients will realize that each occupation has its own ratings and thus appears only on certain lists.

9. Length of Occupation Lists That Clients Compile:

Clients should not worry if the list of occupations they compile is long or short, since either can be a good sign:

- (a) Long lists indicate a wide variety of possible careers. They can always be narrowed down according to how often occupations appear.
- (b) The occupations on a short list tend to appear frequently. Thus, these occupations are probably very reliable as suitable careers.

STEP III

Identifying Suitable Occupations

1. ICO Used to Confirm Occupational Choices:

Some clients may already know the occupations in which they are interested. For these people, the ICO may serve to confirm these choices, while also



providing the opportunity to discover other occupations that might be suitable.

If they so desire, clients seeking to confirm occupational choices can skip the lists of occupations and simply fill out the OEQ. Using Volume II of the CCDO, they can then compare their answers with the factors required for the occupations in which they are interested. A blank Qualifications Profile, such as the one shown below, can be filled in by the client and easily compared with those in the CCDO, Vol. II.

#### QUALIFICATIONS PROFILES

Aptitudes												PA	EC	Ints.	Temps.
G	V	N	S	P	Q	K	F	M	E	C					

(The category, "Education and Training Routes (ETR)" is not used in the CCDO.)

Systems that assess clients' readiness for employment (e.g. PLACE) can also be used to confirm occupational choices and to indicate which are fulfilled the most easily.

#### 2. Frequency:

The first thing to look for is how often each of the client's chosen occupations appeared on the lists that were consulted. The more times that an occupation appears, the more of the clients characteristics it matches; therefore the more suitable it is likely to be as a career for that client. The Grid-Aid to Occupational Choices (see p. 11) is the easiest way of checking for the frequency of occupations.

#### 3. Indispensable Factors:

Some of the factors that a client has chosen may be absolutely necessary for that client. For instance, it may be necessary for health reasons that the client work inside. That client will have read through the list for Environmental Condition "I" and will have recorded occupations from that list. Since the client cannot afford to ignore this factor, any occupation that does not appear on the list for EC-I should be eliminated from further consideration.

However, be careful to check back to the list for the indispensable factor itself before finally eliminating an occupation, because the client simply may not have noticed it when reading the list for the indispensable factor.

Alternatively, you or the client can check the CCDO for the occupation to ensure that it is really lacking the trait the client considers indispensable. Simply show the client how to interpret the Qualifications Profile.

#### 4. Avoiding Certain Environmental Conditions and Physical Activities:

Out of necessity or desire, a client may want to avoid certain environmental conditions and physical activities. For example, the client may be deaf and thus must avoid Physical Activity 6. In such cases, you or the client should make sure that none of the occupations that the client has chosen involves the condition or activity to be avoided. Find the list for the unwanted factor and check for all chosen occupations. Eliminate any of the client's chosen occupations that appear on that list.

Alternatively you or the client can check Volume II of the CCDO for each of the client's occupation choices. Simply show the client how the Qualifications Profile is interpreted.

How to Interpret the Qualifications  
Profiles in Vol. II of the CCDO

1. Use the OEQ to identify the code for the factor your client wants to check for.
2. Look up the chapter in Vol. II of the CCDO that corresponds with the occupation in which you are interested.
3. Read the Qualification Profile for the code and make sure that the factor to be avoided is not shown.

QUALIFICATIONS PROFILE

Abilities																
G	V	N	S	P	Q	K	F	M	E	C	PA	EC	GED	SVP	Ints.	Temps.

STEP IV

Exploring Occupations

After they have identified careers that may be suitable, clients will need to find specific information about certain occupations. Clients can look up information about any or all of the occupations that they have recorded, but the ones that are the most useful to explore are:

- occupations that a client has found on several lists, since these match a number of the client's characteristics;
- occupations that appear on the lists for the characteristics that the client considers indispensable (occupations not on the lists for indispensable factors should be eliminated from further consideration); and
- occupations the idea of which the client finds especially attractive at first glance.

1. On-Premises Library of Occupational Information:

Clients should be able to obtain detailed information about specific occupations in the easiest and least discouraging way possible. Thus it is important to have a library of such information easily accessible in or near your office.

(a) Your library should include the following, and you should make sure that you obtain revisions and new publications as they are published:

- The Canadian Classification and Dictionary of Occupations (CCDO), Volumes I and II (see pp.23-24 );
- Careers Provinces leaflets that are relevant to your area;

- All published Careers Canada booklets;
- Forward Occupational Imbalance Listing (FOIL)  
(predicts on a province-wide basis the short-term - up to 2 years - growth or decline in employment potential for various occupations);
- Canadian Occupational Forecasting Program (COFOR)  
(predicts nationally and by province the long-term - 7-10 years - growth or decline in employment potential for 500 occupation groups);
- Career literature available from provincial government departments;
- "GC" occupational monographs published by the Guidance Centre of the Faculty of Education, University of Toronto;
- College and University Program Tables;
- Job Opportunity Surveys of local Unemployment Insurance offices  
(bi-weekly surveys of the number of vacancies in various occupations in local areas);
- Other occupational or labour market information (published or unpublished) that you may possess or to which you may have access.

(b) Sources of occupational and labour market information include:

- the Canada Employment and Immigration Commission (CEIC)
  - Occupational and Career Analysis and Development Branch
  - Economic Analysis and Forecasts Branch;
- Employment Market Advisors in local Unemployment Insurance and CEIC offices;
- The federal Department of Labour;
- Statistics Canada;
- provincial departments of labour;
- provincial departments of education;
- the Guidance Centre, Faculty of Education, University of Toronto.

(c) Numerical Order by CCDO Codes:

As much as possible, the occupational information in your library should be arranged in numerical order of CCDO codes. (You will have to code some of the information yourself.) This will enable clients to easily match their choices from the ICO with available information. To aid in this matching, the "Master List of Cluster and Occupation Codes" and the "Index to Careers Provinces and Careers Canada by ICO Cluster" should be part of your library.

(d) Lists of Local Sources and Groups:

Another important document to have available is a list of unions, professional organizations and employers in your area. Many of these groups will provide information and/or give periodic talks or presentations about their occupations. You will probably have to compile this list and keep it up-to-date yourself or in cooperation with fellow counsellors. However, such a list is of tremendous value and is worth the effort required to compile it.

2. Courses and Visiting Speakers:

Unions, professional organizations, employers, schools, colleges and other groups in your area may give courses and/or talks about careers. You and your clients may find it valuable to attend these or to have guest speakers visit you.



Speakers can include:

- someone who works in an occupation of interest;
- representatives of unions or professional organizations;
- employers or their **representatives**;
- other counsellors who have researched particular careers or aspects of the labour market, or who possess similar expertise;
- specialists (teachers, professors, researchers, writers) on the labour market and on particular occupations and industries.

### 3. Kinds of Occupational Information Contained in CCDO:

The CCDO contains information about the occupations in the ICO. It also contains information about other occupations. Each four-digit group (unit group) of occupations is broken down into seven-digit codes. These refer to individual occupations.

In Volume I, the individual occupations are arranged in numerical order of their seven-digit codes. The following information is provided:

- Beside each code is its occupation title.
- Below each title is a description of the work normally done by people in the occupation.
- Alternate occupation titles often are included.

In Volume II, the occupation groups are arranged in numerical order of their unit group codes and clusters. The following information is provided:

- For each unit group, there is a general description of the work performed.
- The individual occupations are listed with their codes and, where applicable, divided into clusters.
- Below the lists are Qualifications Profiles of the unit group, divided, where applicable, into clusters. (The ICO is based on these profiles.)
- Aptitudes and Capacities;
- Training and Entry Requirements;
- Advancement and Transfer Possibilities;
- Clues for Relating Persons to Occupational Requirements (according to Interests and Temperaments)

### 4. To Look Up an ICO Code in the CCDO:

#### (a) When there are no letters in the code:

If there are no letters in the code that you wish to look up, go straight to the CCDO, either Volume I or II. The occupation groups appear there in numerical order of their codes.

#### (b) When there are letter(s) in the code, or when 113/114 or 410 appear:

The following codes should be looked up in the Master List of Cluster and Occupation Codes (see below), which is included in the ICO set:

- 113/114
- 410; and
- codes that contain letters.

There you will find the individual occupation codes that make up the cluster in which you are interested. The individual occupations then can be looked up by these seven-digit codes one at a time in the CCDO.

5. Master List of Cluster and Occupation Codes:

The Master List of Cluster and Occupation Codes consists of a series of boxes of occupation codes arranged in numerical order. At the top of each box is an ICO cluster code. Below each cluster code is a list of the individual (seven-digit) codes that make up that cluster. (See example below.)

8581-A	8581-B
8581-110 to	8581-170
8581-126;	8581-178 to
8581-134 to	8581-210;
8581-166;	8511-122
8581-174	

The Master List of Cluster and Occupation Codes is included in each set of the ICO.

You may wish to look up an ICO code that has more than one letter. You should then look up each letter one at a time. For example, if you want to look up "8581-AB" in the Master List of Cluster and Occupation Codes, you should first look up "8581-A" and then "8581-B".

6. Index to Careers Provinces and Careers Canada by ICO Cluster:

The "Index to Careers Provinces and Careers Canada by ICO Cluster" enables ICO users to find easily occupational information in Careers Provinces and Careers Canada. The same occupation codes that the clients recorded when reading the ICO lists of occupations can be used to permit easy access to Careers Provinces and Careers Canada information.

In the "Index to Careers Provinces and Careers Canada by ICO Cluster", the ICO clusters are arranged in numerical order of their codes. Beside each cluster code and title are:

- the corresponding seven-digit occupation codes and titles of information available in Careers Provinces;
- the appropriate Careers Canada booklet(s) and page numbers.

Users simply look up the cluster codes in which they are interested and the index refers them to the existing Careers Provinces and Careers Canada materials. (See example below.)

ICO Cluster	Careers Provinces Occupations	Careers Canada Booklet (Page)
113/114 Other Managers & Administrators	1135-114 Bank Manager 1135-122 Credit Manager 1137-118 Sales Manager 1142-110 Hotel Manager 1142-114 Manager, Food and Beverage	- Careers in the Hospitality Industry (4,12) - Careers in Sales (10,12) - Careers in Banking and Finance (14,26,27)
1171-A Accountants, Auditors and Other Financial Officers	1171-138 Branch Accountant, Bank	- Careers in Banking and Finance (12)

Availability and Contents of Careers Provinces and Careers Canada

Careers Provinces and Careers Canada will be available in all Canada Employment Centres and most schools and libraries. Development, publication and distribution of these materials is taking place on a continuing basis. The table below shows the categories of information that each of these publications contains:

Information Contained in Careers Provinces	
Descriptions of Work Performed;	
Preparation and Training;	
Registration, Certification, Licensing;	
Environmental Conditions;	
Physical Activities;	The occupational information in Careers Provinces is organized and published by province.
Work Week;	
Earnings;	
Personal Qualities;	
Future Outlook;	
Sources of Further Information;	
Related Occupations	



Information Contained in Careers Canada

History and Importance;

Nature of Work;

Working Conditions;

Advancement;

Personal Qualities;

Preparation and Training;

Future Outlook

The occupational information in Careers Canada is organized on a nation-wide scale.

FURTHER INFORMATION ABOUT THE ICO

For further information about the Index to Canadian Occupations and its use, contact the Advanced Development Division, Occupational and Career Analysis and Development Branch, Canada Employment and Immigration Commission, 8th Floor, 400 Cumberland Street, Ottawa, Ontario. K1A 0J9.

## APPENDIX "B"

### OCCUPATION CODES AND CLUSTERS

#### Source of the Codes:

The occupation codes used in the Index to Canadian Occupations are based on the Canadian Classification and Dictionary of Occupations (CCDO) codes.

The occupation groups and clusters (sub-groups) that are included in the ICO were chosen on the basis of at least one cluster per unit group (four-digit CCDO occupation group).

#### Definition:

An ICO occupation code is a combination of numbers (and often letters) that refers to a specific occupation or group of similar occupations. Each code is also part of a system that organizes occupations into categories (major and minor groups) according to the general kind of work performed. An understanding of the way in which the coding system works will enable ICO users to look up easily information about occupations. Such coded information is available in the Canadian Classification and Dictionary of Occupations (CCDO), Careers Provinces and Careers Canada.

Occupation Groups: An example of the kind of occupation code that is used in the Index to Canadian Occupations is "410". It refers to an entire occupation group, "Clerical Supervisors".

Another example is "5174". It refers to an entire occupation group, in this case "Advertising Salesperson".

One more example is "4161A". Here the occupation group "4161" is broken into sub-groups, one of which is sub-group "A". This sub-group has been made because of a substantial difference between it and sub-group "B"; "4161A" refers to "Medical-Record Librarians" and "4161B" refers to "Library and File Clerks".

#### Clusters:

Many occupation codes in the ICO have a second part, which is separated from the basic code by a hyphen or "dash". This second part consists of up to four letters, each of which refers to a sub-division or "cluster" within the occupation group. This kind of sub-division has been made according to estimates of required qualifications. These qualifications vary from cluster to cluster, even though all of the occupations in the basic group involve the same general kind of work.

An example of an occupation code that includes clusters is "9517-AC". It is the code for "Bookbinding and Related Occupations". The clusters are "A" and "C". Cluster "A" contains hand bookbinders, while cluster "C" contains machine bookbinders and similar occupations.

Only the clusters whose letters appear on a list in an ICO booklet fit the characteristic of the list. Thus, if "9517-A" appears, only the occupations in cluster "A" of "9517" would fit the characteristic, and those in cluster "C" would not. If "9517-AC" appears, all occupations in cluster "A" and cluster "C" fit the characteristic.

### Summary of Occupation Codes and Clusters:

1. The basic occupation codes that appear in the ICO can take any of the following forms:

410      Clerical Supervisors  
2711     University Teachers  
711A     Farmers  
6115A    Correctional Officers

For some codes, the basic part is the complete code.

2. Many occupation codes have a second part, or cluster, which is separated from the basic code by a hyphen, or "dash". This second part is made up of as many as four letters. Codes that include clusters can take any of the following forms:

510-A      Managing Supervisors, Sales Occupations  
990-AB     Foremen/Women Occupations  
3131-BC    Graduate Nurses, Except Supervisors  
2161-ABC   Surveyors  
2711-B     University Teachers  
3157-ABDE   Dental Hygienists, Assistants and Technicians  
  
6115A-B    Correctional Officers  
7187A-AB   Horse Breeders

#### EXAMPLES OF BASIC OCCUPATION CODES AND CLUSTERS

Basic Code	Code With Cluster(s)	Title
410		Clerical Supervisors
711A		Farmers
1115		Postmasters
510	510-A	Managing Supervisors, Sales Occupations
2797A		Flying Instructors
2711	2711-B	University Teachers
3157	3157-ABDE	Dental Hygienists Assistants and Technicians
6115A	6115A-B	Correctional Officers
7187A	7187A-AB	Horse Breeders



3. If only some of the cluster letters in an occupation group appear on an ICO list, only those clusters fit the characteristic or factor of that list.  
For example:

CLUSTERS THAT BELONG ON A LIST OF OCCUPATIONS

Code & Cluster Appearing on List of Occupations	All Possible Clusters in Occupation Group	Clusters <u>Not</u> Belonging on List
3157-B	3157-ABDE	A,D,E
7187A-A	7187A-AB	B
2161-AC	2161-ABC	B











